

EYES ONLY

ORD-1076-77

9 June 1977

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

SUBJECT : Recommendation for Promotion -

[REDACTED]
GS-06 to GS-07

STAT

1. It is recommended that [REDACTED] be promoted from a GS-06 to GS-07.

STAT

2. [REDACTED] is the senior secretary of the Contracts Staff serving in an approved GS-07 secretary/stenographer position for which she is fully qualified. She has been working in this position since August 1976.

STAT

3. She is outstanding in her typing of contractual documents, evidencing a thorough knowledge of necessary procedures for controls and reporting. She has quickly and efficiently trained another secretary in the procedures and work of the office.

4. The combined traits of ability to work under pressure, eagerness to learn, job interest, overall cooperation together with demonstrated performance, make her a distinct asset to the Contracts Staff.

5. It is strongly recommended that formal recognition of the above traits and performance be made to [REDACTED] in the form of a promotion.

STAT

[REDACTED]
Chief, Contracts Staff, ORD
DD/S&T

STAT

EYES ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

EYES ONLY

SUBJECT: Recommendation for Promotion -
[REDACTED]
GS-06 to GS-07

STAT

RECOMMEND APPROVAL:

Chairman, Special Panel, ORD

Date

APPROVED:

[REDACTED]

STAT

17 JUN 1977

Date

EYES ONLY

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